Exhibit 5: Technical Response Items

REQUEST FOR PROPOSAL (RFP)
FOR
WISCONSIN WORKS (W2) AND RELATED PROGRAMS
RFP # CFB00144

Issued by:
STATE OF WISCONSIN
DEPARTMENT OF CHILDREN AND FAMILIES
Division of Family and Economic Security
Bureau of Working Families

Exhibit 5: Technical Response Items and Cost Proposal

Technical Response Items

Submit response under Tab 3 of proposal--as described in section 2.4 of of Exhibit 1 Request for Proposal. Each alphabetical response shall have its own tab 3A-3I. Each tab shall be complete in its response and not reference to other tabs. The entire response to this Exhibit is limited to 100 pages (50 double sided), not including organizational charts, Gantt charts, resumes, position descriptions, and budgets as noted in this document.

A. Organizational Capacity (100 Points)

Qualified Providers are able to demonstrate their ability to administer the W-2 program based on experience administering TANF or similar programs in Wisconsin or in geographic settings comparable to the geographical area(s) the Proposer is seeking to serve in Wisconsin.

1. Proposer shall provide a narrative description of its organization, including its areas of expertise and experience relevant to this RFP.

2. Proposer shall provide a description of its organizational qualifications and experience to deliver the services sought under this RFP. This description should include the types of services the Proposer has experience providing as well as the geographical settings in which the services were provided. Proposer shall provide a full list of previous contracts for services similar to those sought in this RFP which it has held during the last eight years (dating back to March 2004) and list them in the Form 7 Relevant Contract List. Submit them under Tab 4 as described in section 2.4 of Exhibit 1 Request for Proposal.

3. Proposer shall provide a current organizational chart indicating the number of employees inside and outside of Wisconsin. The current organizational chart shall not include positions which the organization plans to hire in the event they obtain this contract. Proposers shall include this organizational chart as an attachment, label it Attachment 5.A.(Organizational Chart does not count towards 100 page limit.)

4. Proposer shall provide the resumes of the organization's top level strategic management staff. Resumes shall not exceed 2 (two) pages (1 sheet double-sided) and shall identify and describe each individual's position title, experience managing programs, technical knowledge, education, and previous employment history. Proposers shall include the resumes as attachments, label them Attachment 5.B.1, 5.B.2, etc, (Resumes do not count towards 100 page limit.) Proposer shall include, but is not limited to, the staff who perform the following functions:

   - Head of the organization
   - Head of operations
   - Head of finance
   - Head of information technology

5. Proposer shall identify what percentage of its total gross income for calendar year 2011 is from contracts similar to those in this RFP.

B. Transition Plan. (100 Points)

Qualified Proposers shall have a well-qualified, experienced Transition Team, and a transition plan with attainable outcomes that clearly outline the steps necessary to ensure there is no disruption in services to W-2 applicants and eligible parents.

1. Proposer shall provide a narrative description of its Transition Team and the functions performed by Transition Team members.

2. Proposer shall provide an organizational chart showing how this Transition Team fits into the larger organization. Proposer shall provide this organizational chart as an attachment, label it as Attachment 5.C. (Organizational Chart does not count towards 100 page limit.)

3. Proposer shall provide the resumes of all the Transition Team members. Resumes shall not exceed 2 (two) pages (1 sheet double-sided) and shall describe each individual's position title, experience, technical knowledge, education, and previous employment history. Proposer shall indicate the experience each team member has had working on similar transitions referenced in response item B.6. Proposers shall include the resumes as attachments and label them Attachment 5.D.1, 5.D.2, etc. (Resumes do not count towards 100 page limit.)

4. Proposer shall provide a narrative description of the Proposer's strategy for transitioning from the current W-2 provider(s) to the Proposer. This transition plan shall describe

i. How the agency will ensure there is no disruption of services to applicants and eligible parents during the transition, and

ii. The Proposer's ability to provide the full scope of services outlined in the RFP by first business day of January 2013. The transition plan shall include but is not limited to a description of how the Proposer will address:

- Real estate and buildings
- IT systems
- Office equipment and furniture
- Facility subcontracts
- Service provider subcontracts
- Staff recruitment
- Any non-state training on the agency's standard operating procedures and other internal training topics, such as internal communication and organizational culture
- Access to state provided training including training for automated systems, program policy, and specialized services such as SSI/SSDI advocacy, assessment and job development
- Communications with current eligible parents, current applicants, potential applicants, partner agencies, and other external stakeholders
- Assumption of services from the current W-2 provider(s)

- Transfer of cases
- How to ensure high quality services effective on the first day of operation
- How it will carry out quality assurance and management control during the transition.

5. Proposer shall complete and attach a Gantt chart with start dates and completion dates for actions and tasks required to fully implement the requirements in the Scope of Work beginning no later than the first working day in January 2013. For each identified action and task, the chart shall show the individuals or organizations responsible, dependencies (actions and tasks which must be completed before subsequent actions and tasks which may be initiated or completed), and milestones (significant dates in the implementation process). Proposers shall attach the Gantt chart, label it Attachment 5.E. (Gantt Chart does not count towards 100 page limit.)

6. Proposer shall identify the most recent three (3) contracts listed on the Relevant Contract List that required a Transition Plan similar in size and scope to the 2013 W-2 Contract. Include only transitions in which the Proposer took over a caseload from another entity. Provide a brief narrative for each contract including the number of clients (participants) transferred to the Proposer during transition and the process by which the cases were transferred. For each contract, identify any problems the Proposer encountered and a description on how the problems were resolved.

C. Service Delivery Model Overview (100 Points)

Each W-2 geographical area has different strengths and challenges. Qualified Proposers shall have an organizational structure, infrastructure plan and network of subcontractors and partners to help the Proposer provide the full range of W-2 services to all applicants and eligible parents in the geographical area in the most effective way possible.

Staffing Plan

1. Proposer shall provide a narrative description of the proposed W-2 Contract Team and a detailed staffing plan that will ensure full compliance with the Scope of Work.

2. Proposer shall explain the planned organizational structure including an explanation of how it arrived at the structure. For example, include what ratios were used in determining the number of job developers to the estimated caseloads, number of supervisors to case managers, number of administrative support to line operations staff, any other specialized staff such as SSI advocates and any other applicable staffing ratios.

3. Proposer shall provide an organizational chart for the proposed contract team. The organizational chart shall clearly identify the number of full-time equivalent (FTE) positions, the number of subcontracted staff FTE positions and the lines of authority of all employees and contracted staff. The organizational chart shall also indicate the proposed office location for each identified staff position. The Proposer shall provide an organization-wide organizational chart that shows how the W-2 Contract Team fits into the Proposer's larger organizational structure. The Proposer shall include this organizational chart as an attachment, label it as Attachment 5.F. (Organizational Chart does not count towards 100 page limit.)

4. Proposer shall provide a detailed position description for each of the program positions on the W-2 Contract Team. The position description shall include the position's scope of authority and reporting relationships. Where multiple positions will have the same position description, such as all job developers, provide a single position description that indicates how many positions will use the same position description. The Proposer shall clearly identify the positions which will have management responsibility for overseeing the implementation of the Scope of Work, their scope of authority including who they supervise or manage, and to whom they report. (Position Descriptions does not count towards 100 page limit.)

5. Proposer shall provide the resumes of individuals who are already employed by the Proposer who will perform duties or services under the W-2 Contract. Resumes shall not exceed 2 (two) pages (1 double-sided page) and shall describe each individual's position title, experience, technical knowledge, education, and previous employment history. Proposer shall include these resumes as attachments, label them as Attachment 5.G.1, 5.G.2, etc (Resumes does not count towards 100 page limit.)

Program Delivery and Implementation Plan

6. Proposer shall describe its plan for delivering services to ensure that all requirements outlined in the Scope of Work are met, including accessibility, establishing eligibility, case management and ongoing service delivery.

7. The service delivery plan shall include both the proposed administrative offices and any additional satellite office, contracted locations, or shared locations that will provide access points to applicants, eligible parents, and the general public who wish to access the W-2 program. For each proposed service access point, Proposer shall provide:

- A brief description of the planned location
- The proposed days and hours of operation
- The expected number of W-2 Contract Team FTEs or contract staff to be located there
- A list of the planned services to be provided at that location, and
- A brief description of the advantages of that location.

8. Proposer shall describe what technologies it plans to use to communicate with and serve applicants and eligible parents, such as video conferencing, web cameras, and faxing documents.

9. Proposer shall describe the challenges it expects to face in this geographical area when attempting to meet program requirements as outlined in the Scope of Work related to accessibility, determine eligibility, case management and service delivery. Proposer shall describe how it will address those challenges to ensure it complies with the requirements outlined in the Scope of Work.

10. Proposer shall indicate whether any of the direct or indirect services or administrative oversight/support will be provided by staff located outside of the geographical area or outside of the state. If so, Proposer shall describe how it will assure that services reflect program requirements in the Scope of Work, W-2 Manual, and Administrator and Operations Memos.

Subcontracting

11. Proposer shall provide a narrative describing all subcontracting plans, including the names and mailing addresses of any committed subcontractors, their function(s), their service area(s), and a narrative describing the subcontractors' qualifications, years of experience, performance and any other information relevant to why each subcontractor was hired. If the Proposer has plans to subcontract but no subcontractor is yet identified, the Proposer shall provide a description of anticipated subcontractors, their function(s), their service area(s) and criteria the Proposer will use to select the subcontractor. The Proposer shall include the qualifications, years of experience, performance history and any other relevant criteria. All subcontracted functions and staff shall be represented on the Proposer's W-2 Contract organizational chart outlined in response item C.3.

12. Proposer shall identify which, if any, of the subcontracted agencies are a subsidiary, affiliate, parent company or otherwise related to the Proposer. Proposer shall provide a description of the relationship.

Community Resources

13. Proposer shall provide a narrative describing its current or planned relationships with the service networks in the area, including but not limited to employers, business organizations, community service agencies, transportation providers, adult education providers and other entities that will assist the Proposer in fulfilling the responsibilities under this contract.

14. Proposer shall describe how it will leverage non-TANF resources to supplement the services provided to W-2 applicants and eligible parents and avoid duplication of services available to applicants and eligible parents outside of W-2.

Program Management

15. Proposer shall describe how it will programmatically provide the full range of W-2 services to the diverse W-2 population. Proposers shall include in their response how their organization will determine which activities are appropriate for each W-2 individual and how their organization will assign activities. (This question is intended to focus on the case management and programmatic aspect of running the W-2 program rather than focus on the logistics of running the program.)

D. Job Attainment (80 Points)

Qualified Proposers effectively describe their approach to helping W-2 applicants and eligible parents in the geographical area achieve economic stability through employment. Qualified Proposers have experience implementing similar approaches in other contracts. Qualified Proposers shall demonstrate innovative approaches in connecting W-2 applicants and eligible parents to long-term, high wage employment that distinguishes them from other organizations performing similar functions. Qualified Proposers present a cohesive staffing plan to ensure that it has an adequate number of qualified staff to successfully implement the Proposer's approach.

For each question below, Proposer shall identify the contracts listed in the Relevant Contract List in which it has matched individuals to available jobs. For each contract, Proposer shall provide a description of the strategies used in preparing individuals for employment and how it connected individuals to available jobs, identify any required contractual performance standards (goals) for the contracts listed related to connecting low income individuals to available jobs, and provide the level of outcomes the Proposer achieved for those contracted goals.

1. Proposer shall provide a detailed description of the strategies used in preparing applicants and eligible parents for employment and how it will match W-2 applicants and eligible parents to available jobs.

2. Provider shall provide a detailed description of how it will match W-2 applicants and eligible parents to high wage jobs.

3. Provider shall provide a detailed description of innovative approaches it will use to help working W-2 eligible parents retain employment and advance in employment.

4. Provider shall provide a detailed description of strategies and techniques it will use to connect hard to serve W- 2 applicants and eligible parents to jobs, including but not limited to those who have been on assistance more than 24 months, have multiple barriers to employment, or are required to care for a disabled family member.

5. Proposer shall identify the number of FTEs needed to meet the expectations outlined in response items D1.- D4. Proposer shall identify the qualifications needed in each identified position. These positions should be clearly identified on the project organizational chart required in response item C3. If the services are provided by a subcontractor, the subcontractor should be clearly identified on the project organizational chart required in response item C3 and the details regarding that subcontractor should be outlined in response items D1.- D.4.

E. SSI/SSDI Advocacy (60 Points)

Qualified Proposers effectively describe their approach to helping eligible parents on W-2 who are or who become permanently and totally disabled to successfully apply for and receive SSI/SSDI benefits from the Social Security Administration. Qualified Proposers have had experience implementing similar approaches in other contracts. Qualified Proposers shall present a cohesive staffing plan to ensure that it has an adequate number of qualified staff to successfully implement the Proposer's approach.

For each question below, Proposer shall identify the contracts listed in the Relevant Contract List in which it provided SSI/SSDI advocacy services. For each contract, Proposer shall provide a description how the Proposer assisted individual to apply for SSI/SSDI, identify any required contractual performance standards (goals) for the contracts listed related to assisting parents to apply for SSI/SSDI, and provide the level of outcomes the Proposer achieved for those contracted goals.

1. Proposer shall provide a detailed description of how it will identify if and when eligible parents on W-2 are appropriate to apply for SSI/SSDI.

2. Proposer shall provide a detailed description of how it plans to help eligible parents on W-2 apply for and be determined eligible for SSI/SSDI and the specific services it will provide to support efforts to become eligible for SSI/SSDI.

3. Proposer shall describe the services it will provide and W-2 activities it will assign to eligible parents on W-2 who are applying for SSI/SSDI.

4. Proposer shall identify the number of FTEs needed to meet the expectations outlined in response items E.1.- E.3. Proposer shall identify the qualifications needed in each identified position. These positions should be clearly identified on the project organizational chart required in response item C3.

5. If some or all of the services are provided by a subcontractor, the subcontractor should be clearly identified on the project organizational chart required in response item C3 and the details regarding that subcontractor should be outlined in response item E.1.- E.3.

6. If some or all of the services are being provided by a partner agency, meaning an outside organization with which the Proposer does not have a formal subcontract, the Proposer shall provide a description of the services provided by the partner agency and a narrative explaining why this partner agency is in the best position to provide the services. Position qualifications are not required for individual partner agency staff; however, the proposer shall clearly describe the partner agency's organizational capacity.

F. Meeting Federal Temporary Assistance for Needy Families Work Participation Rates (60 Points)

Qualified Proposers shall have a thorough understanding of the Federal Work Participation Rate requirements and how they interact with W-2 policy. Qualified Proposers shall describe a well thought out plan for how they will meet Wisconsin's required WPR of 50% for all families and 90% for two-parent families for each contract year.

For each question below, Proposer shall identify the contracts listed in the Relevant Contract List in which it met Work Participation Rates. For each contract, Proposer shall provide a description how the Proposer met Work Participation Rates, identify any required contractual performance standards (goals) for the contracts listed related to meeting Work Participation Rates, and describe the level of outcomes the Proposer achieved for those contracted goals.

1. Proposer shall describe how it will meet federal Work Participation Rates.

2. Proposer shall describe in detail its procedures to manage documentation as required to comply with the W-2 Work Verification Plan and to ensure that documentation for each activity meets Federal requirements.

G. Refugee Service Delivery Plan (60 Points)

Qualified Proposers are able to determine refugee eligibility for the W-2 program, Refugee Cash Assistance and Refugee Medical Assistance (RMA), as well as effectively administer the Refugee Cash Assistance benefits program. Qualified Proposers are well-connected to the local area service provider which issues Medicaid (Badger Care) and RMA-eligibility cards in order to confirm new or continued eligibility for RMA benefits without an additional eligibility determination should a refugee enter employment during the RMA eligibility period. In addition, Qualified Proposers are able to effectively serve qualified refugees in the W-2 program. Qualified Proposers have experience serving this population in other contracts. Qualified Proposers present a cohesive staffing plan to ensure that it has an adequate number of qualified staff to successfully implement the proposed approach.

For each response area below, Proposer shall identify the contracts listed in the Relevant Contract List in which it provided Refugee Cash Assistance and Refugee Medical Assistance services in that response area. For those contracts listed on the Relevant Contract List, Proposer shall provide a description of how the Proposer provided Refugee Cash Assistance and Refugee Medical Assistance services, describe its required contractual performance standards (goals) for the contracts listed in the Relevant Contract List related to providing Refugee Cash Assistance and Refugee Medical Assistance services, and describe the level of outcomes the Proposer achieved for those contracted goals.

1. Proposer shall provide a detailed description of how it will serve refugees enrolled in the W-2 program, including how it will match refugees to available jobs and follow-up with refugees to ensure and measure job retention at 90 days following the date of job entry. Proposer shall describe how it will report to the State Refugee Coordinator's office on these performance measures.

2. Proposer shall provide a detailed description of how it will administer the Refugee Cash Assistance program.

3. Proposer shall provide a narrative describing its participation or planned participation in networks in the Region related to serving refugees, including but not limited to voluntary resettlement agencies, refugee employment and training providers, employers, community service agencies, RMA/MA administration agencies; transportation providers, English as a Second Language providers and other adult education providers or other entities that will assist the Proposer in fulfilling the responsibilities under this contract.

4. Proposer shall identify the number of FTEs needed to meet the expectations outlined in this section. Proposer shall identify the qualifications needed in each identified position. These positions should be clearly identified on the project organizational chart in C3.

5. If the services are provided by a subcontractor, the subcontractor shall be clearly identified on the project organizational chart in C3.

6. If some or all of the services are being provided by a partner agency, meaning an outside organization with which the Proposer does not have a formal subcontract, the Proposer shall provide a description of the services provided by the partner agency and a narrative explaining why this partner agency is in the best position to provide the service. Position qualifications are not required for individual partner agency staff; however, the Proposer shall clearly describe the partner agency’s organizational capacity.

H. Quality Management Plan (60 Points)

Qualified Proposers shall have a well thought out quality management process that begins with Standard Operating Procedures (SOP). The SOP shall include a plan for continuous internal monitoring with a defined process to make quality improvements based on the results of internal monitoring.

1. Proposer shall describe its process for developing Standard Operating Procedures (SOPs) for this contract and how those SOPs will be communicated to staff. Note: SOPs must be approved by the DCF Regional Manager prior to implementation.

2. Proposer shall describe its internal monitoring process, including what activities it monitors, which staff members will perform the monitoring activities, what standards or processes it uses to identify problems, and how it determines an appropriate response to problems.

3. Proposer shall describe its plan to use information gathered from the internal monitoring process to make improvements.

4. Proposer shall describe what steps it will take when a deficiency, error or other exception to accepted practice is identified.

5. Proposer shall give examples from past contracts identified in the Relevant Contract List describing how a deficiency was identified and what the Proposer did to correct that deficiency.

I. Budget Appropriateness (80 Points) (Program budget does not count towards 100 page limit.)

This section describes the requirements to be addressed by Proposers in preparing the proposed budget. The Proposer shall submit a separate budget for each proposal submitted. (In the event, that a Proposer wins more than one geographical area, alterations to the budget are expected to reflect economies of scale and sharing executive, management and support staff across multiple geographical areas.) Proposers shall submit a budget outlining their staffing and program service costs proposed under this contract for each of the 4 (four) years. These annual budgets are reviewed for technical purposes, and are not considered a component of the cost proposal. The State reserves the right to review all aspects of the Program Budget Proposal for reasonableness and to request clarification of any proposal where the budget component shows significant and unsupported deviation from program standards.

1. Proposers shall complete a budget sheet according to the directions provided.

2. Proposers shall submit a budget narrative attached to each budget sheet, providing a thorough and clear explanation of all projected budget costs. The narrative must follow the same sequence as the line item budgets and include an explanation of the method of allocating costs for any joint or shared budget item. This includes but is not limited to an explanation of what staffing ratios were used in determining the number of full-time equivalents (FTEs) the Proposer believes is necessary to provide the services described in this RFP.

3. Proposers shall include the budget sheet and narrative as four separate attachments.

Budget Proposal Worksheet and Instructions

Proposers shall complete the attached annual budget sheets for each of the four years of the proposed contract following the guidelines outlined below. Contractors shall include all costs on an annual basis. Contractors shall estimate costs based on existing agency practices, other best practices or market costs associated with the specific budget item.

WAGES AND FRINGE

1. ***Wages:*** shall include annual wage amounts for all direct service staff
2. ***Fringe:*** shall include the costs of all fringe benefits associated with direct service staff (e.g. Medical, dental, 401k)
3. ***Total Wages and Fringe:*** shall include all direct staff costs

OPERATING COSTS

4. ***Travel:*** shall include employee travel to meetings, training, and activities related to job development and provision of applicant/participant services
5. ***Office Administration:*** shall include costs for operating an office e.g. Postage, copier rental, signage, janitorial costs and security
6. ***Supplies:*** shall include the costs of employee supplies
7. ***Printing:*** shall include the costs of printing mailers, paper etc.
8. ***Occupancy:*** shall include the costs of rent/lease/mortgage, utilities, and taxes
9. ***IT/Telecom:*** shall include all telephone and IT costs
10. ***Insurance:*** shall include the cost of liability and other required insurance

PROGRAM COSTS

11. ***Training (employee):*** shall include the costs of employee training, including conferences, seminars etc.
12. ***Other Operating Costs:*** shall include costs not listed above that are needed for the operation of the program as outlined in the RFP. Please list the item and associated annual cost
13. ***Total Operating Costs:*** shall include the total of all Operating Costs
14. ***Training (program):*** shall include all costs associated with customized/non-customized training of eligible parents
15. ***Educational Costs:*** shall include any costs associated with provision of educational services including material, rental costs or other educational supplies (staff providing educational services shall be listed in direct wages or under subcontracts)
16. ***Transportation:*** shall include participant transportation costs (e.g. bus passes, gas vouchers)
17. ***Assessments:*** shall include tools and supplies associated with assessments, costs of formal assessments if not covered by Medicaid, and vocational assessments.

18. ***Tools/Books/Supplies:*** shall include all other tools, books and supplies for use by applicants and eligible parents in workshops, independent activities or other assignments

19. ***Trial Jobs:*** shall include the cost of the employer subsidies for a Trial Job participant

20. ***Retention:*** shall include the cost of gift cards, retention club supplies and/or material or other non-direct staff costs associated with the Contractors retention program

21. ***Support Services:*** shall include emergency payments and support service payments for work tools, work clothes or other participant support service needs as determined by the Contractor

22. ***Subcontracts:*** shall include the name, address, subcontracted service description and estimated amount of subcontracted service.

23. ***Other Program costs:*** shall include a list and total cost for any other costs associated with providing services under this RFP

24. ***Workers Compensation:*** shall include an estimated annual cost for the coverage of workers compensation insurance for eligible parents engaged in work experience activities

25. ***Total Program Costs:*** shall include the total costs for program administration

DEPRECIATION

Shall include the annual allocation of the expense for furniture, equipment or other capital assets based on the assets cost over it useful life

INDIRECT COSTS

Shall include all indirect personnel and administrative costs associated with this contract

TOTAL COSTS. Include all costs included for performing this program as defined by the RFP

Attachment 5.I.1. 2013 Proposed Annual Budget

WAGES AND FRINGE	
Wages (Number of FTE_____)	$
Fringe	$
Total Wages and Fringe	$
OPERATING COSTS	
Travel	$
Office administration	$
Supplies	$
Printing	$
Occupancy	$
IT/Telecom	$
Insurance	$
Training (employee)	$
Other Operating Costs	$
Total Operating Costs	$
PROGRAM COSTS	
Training (program)	$
Educational costs	$
Transportation	$
Assessments	$
Tools/Books/Supplies (participant)	$
Trial Jobs	$
Retention (e.g. gift cards)	$
Support Services	$
Subcontracts	$
Other program costs	$
Workers Compensation	$
Total Program Costs	$
DEPRECIATION	$
INDIRECT COSTS	$
OTHER COSTS (EXPLAIN)	$
TOTAL COSTS	$

Attachment 5.I.2. 2014 Proposed Annual Budget

WAGES AND FRINGE	
Wages (Number of FTE_____)	$
Fringe	$
Total Wages and Fringe	$
OPERATING COSTS	
Travel	$
Office administration	$
Supplies	$
Printing	$
Occupancy	$
IT/Telecom	$
Insurance	$
Training (employee)	$
Other Operating Costs	$
Total Operating Costs	$
PROGRAM COSTS	
Training (program)	$
Educational costs	$
Transportation	$
Assessments	$
Tools/Books/Supplies (participant)	$
Trial Jobs	$
Retention (e.g. gift cards)	$
Support Services	$
Subcontracts	$
Other program costs	$
Workers Compensation	$
Total Program Costs	$
DEPRECIATION	$
INDIRECT COSTS	$
OTHER COSTS (EXPLAIN)	$
TOTAL COSTS	$

Attachment 5.I.3. 2015 Proposed Annual Budget

WAGES AND FRINGE	
Wages (Number of FTE_____)	$
Fringe	$
Total Wages and Fringe	$
OPERATING COSTS	
Travel	$
Office administration	$
Supplies	$
Printing	$
Occupancy	$
IT/Telecom	$
Insurance	$
Training (employee)	$
Other Operating Costs	$
Total Operating Costs	$
PROGRAM COSTS	
Training (program)	$
Educational costs	$
Transportation	$
Assessments	$
Tools/Books/Supplies (participant)	$
Trial Jobs	$
Retention (e.g. gift cards)	$
Support Services	$
Subcontracts	$
Other program costs	$
Workers Compensation	$
Total Program Costs	$
DEPRECIATION	$
INDIRECT COSTS	$
OTHER COSTS (EXPLAIN)	$
TOTAL COSTS	$

Attachment 5.I.4. 2016 Proposed Annual Budget

WAGES AND FRINGE	
Wages (Number of FTE_____)	$
Fringe	$
Total Wages and Fringe	$
OPERATING COSTS	
Travel	$
Office administration	$
Supplies	$
Printing	$
Occupancy	$
IT/Telecom	$
Insurance	$
Training (employee)	$
Other Operating Costs	$
Total Operating Costs	$
PROGRAM COSTS	
Training (program)	$
Educational costs	$
Transportation	$
Assessments	$
Tools/Books/Supplies (participant)	$
Trial Jobs	$
Retention (e.g. gift cards)	$
Support Services	$
Subcontracts	$
Other program costs	$
Workers Compensation	$
Total Program Costs	$
DEPRECIATION	$
INDIRECT COSTS	$
OTHER COSTS (EXPLAIN)	$
TOTAL COSTS	$

Form 1

Agency Identification

(Required)

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Instructions: Please print or type in all spaces except signature.

Name – Agency	Contract Period
Address – Agency (Both street and post office box, city , state and zip code)	
FEIN	D and B Number

Proposed Geographical Area (Check only 1 (one) area.)

☐ BOS Northwest ☐ BOS North-Central ☐ BOS Northeast ☐ BOS Western ☐ BOS Southwest
☐ BOS Southeast ☐ Milwaukee Northern Area ☐ Milwaukee West-Central Area ☐ Milwaukee East-Central Area
☐ Milwaukee Southern

Agency Type (Check all that apply.)

☐ Government ☐ County ☐ Tribe	☐ Private ☐ For Profit ☐ Not-for-Profit	☐ Corporation ☐ Individual ☐ Sole Proprietorship	☐ Partnership ☐ General ☐ Limited
☐ Consortium	☐ Other – Specify:		

Name(s) – Consortium, Partner Agency (if applicable)

Agency Fiscal Year (Check one)
☐ Calendar ☐ Other through

Proposer Agency Personnel

Name – **Director**	Title	
Mailing Address		
Email Address	Telephone Number	Fax Number
Name – **Person Responsible for Day-to-Day Operations of Program**	Title	
Mailing Address		
Email Address	Telephone Number	Fax Number
Name – **Chief Financial Officer**	Title	

Mailing Address		
Email Address	Telephone Number	Fax Number
Name – **Person Responsible for Fiscal Day-to-Day Operations (if other than Chief Financial Officer)**	Title	
Mailing Address		
Email Address	Telephone Number	Fax Number
Name – **Proposed W-2 Agency Contract Manager (will be named as W-2 Agency Contract Manager in the W-2 contract)**	Title	
Mailing Address		
Email Address	Telephone Number	Fax Number
Name – **Person to Whom Contracts and Related Documents are to be Sent (if other than W-2 Agency Contract Manager)**	Title	
Mailing Address		
Email Address	Telephone Number	Fax Number
Name – **Person Responsible for Equal Opportunity / Civil Rights Compliance (including Affirmative Action and Limited English Proficiency)**	Title	
Mailing Address		
Email Address	Telephone Number	Fax Number
The Proposer agency shall submit any revisions to the information on this form with ten (10) business days to the department contract manager.		
Name – Agency Director or Designee (If Designee, attach Designee Authorization)		
SIGNATURE –Agency Director or Designee	Date Signed	

Form 2

Affidavit of Fair Competition

(Required)

Please Print or Type in all Spaces except Signature.

Agency Name for Capacity Response Items	Contract Period

In signing this form we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free trade; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this Proposal has been independently arrived at without collusion with any other W-2 agency, except for forming a consortium; that the above statement is accurate under penalty of perjury.

In signing this form we also certify that no relationship exists between our agency and the department that interferes with fair competition or is a conflict of interest, and no relationship exists between our agency and another person or organization that constitutes a conflict of interest with respect to a State contract.

We will comply with all terms, conditions, and response items required by the State in the RFP to Administer W-2 and Related Programs, including the Department's Policies and Procedures, and the terms of our approved Proposal/Plan.

Agency Director Name or Designee (If designee, attach Designee Authorization)	
Signature – Agency Director Name or Designee	Date of Signature / /

Form 3

Designation of Confidential and Proprietary Information
(Optional)

Please print or type in all spaces except signature.

Agency Name for Capacity Response Items	Contract Period

The attached material submitted in response to this Proposal includes proprietary and confidential information which qualifies as a trade secret, as provided in section 19.36(5) of the Wisconsin Statutes, or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when contracts are awarded, and therefore cannot be kept confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in section 134.90(1)(c) of the Wisconsin Statutes as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released:

Section	Page #	Topic
Section	Page #	Topic

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD THE STATE HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF THE STATE'S AGREEING TO WITHHOLD THE MATERIALS.

Failure to include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to examination and copying. The State considers other markings of confidential in the bid/proposal document to be insufficient. The undersigned agrees to hold the State harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Agency Director Name or Designee (If designee, attach Designee Authorization)	
Signature – Agency Director Name or Designee	Date of Signature / /

Form 4

Minority Business Preference

Indicate below if claiming a Minority Business Preference.

☐ **Minority Business Preference** (section 16.75(3m) of the Wisconsin Statutes).
In order to claim Minority Business Preference, your agency must be certified by the Wisconsin Department of Administration. If you have questions concerning the certification process, contact:

Wisconsin Department of Administration
201 West Washington Avenue
Madison, Wisconsin 53707
(608) 261-2510.

Please print all spaces except signature space.

Agency Director Name or Designee (If designee attach Designee Authorization)	
Signature – Agency Director or Designee	
Agency Name	Date of Signature / /

Form 5

Proposer Checklist

(Required, submit this completed form under Tab 1; see section 2.4 for instructions)

NAME – PROPOSER:

____

Proposers are required to submit this checklist with your response.

This checklist identifies each section or subsection of this RFP that requires a response. The section and subsections are listed and column headings are included which allow for positive and negative responses plus appropriate explanations. The proposer shall place an "X" under the **columns** that represents your response. All negative responses should be explained on separate pages attached to this checklist. Each explanation shall reference the related section or subsection.

RFP Section or Subsection	Content Acknowledged and Accepted	Content Acknowledged, but not Acceptable (Explanation Included)	Requested Information Included	No Response Required	Clarifying Information Included
1.0				X	
1.1					
1.2					
1.3					
1.3.1					
1.3.2					
1.3.3					
1.3.4					
1.4					
1.4.1					
1.4.2					
1.4.3					
1.4.4					
1.5					
1.5.1					
1.6					
1.7					
1.8					
1.9					
1.10					
1.11					
1.11.1					
1.11.2					
1.11.3					
1.11.4					
1.11.5					
1.11.5.1					
1.11.5.2					
1.11.5.3					
1.11.5.4					
1.11.6					
1.12					
1.13					
2.0				X	
2.1					
2.2					
2.3					
2.4					
2.5					
2.6					
3.0				X	
3.1					
3.2					

RFP Section or Subsection	Content Acknowledged and Accepted	Content Acknowledged, but not Acceptable (Explanation Included)	Requested Information Included	No Response Required	Clarifying Information Included
3.3					
3.4					
3.5					
3.6					
3.7					
3.8					
3.9					
3.10					
3.11					
4.0					
5.0				X	
5.1					
5.1.1					
5.1.2					
5.1.3					
5.2					
5.3					
5.4					
6.0					
6.1					
6.2					
Exhibit 3-SOW				X	
I.				X	
I.A.					
I.B.					
I.C.					
II.				X	
II.A.					
II.B.					
II.C.					
II.D.					
II.E.					
II.F.					
II.G.					
II.H.					
II.I					
II.J.					
II.K.					
II.L.					
II.M.					
II.N.					
III.				X	
III.A.					
III.B.					
III.C.					
III.D.					
IV.				X	
IV.A.					
IV.B.					
IV.C.					
IV.D.					
IV.E.					
V.				X	
V.A.					
V.B.					
V.C.					
V.D.					
VI.					
VII.					

Form 6

W-2 Statement of Economic Interests

(Required for Private Agencies)

1. Identifying Information

Agency Name		Agency Federal Identification Number
Address (Street, City, State, Zip Code)		
Name – Contact Person (Last, First, MI)	Title	Telephone Number ( ) -

2. Economic Interests Disclosure and $50.00 Filing Fee

Please indicate by

- ☐ Listing your assets, liabilities and sources of income (preferably attach a copy of your most recent audited financial statements).
- ☐ Listing all of your other clients and describe the goods or services that you provide to each client.
- ☐ Listing all your subsidiaries, affiliates and parent companies, if any.
- ☐ Including, as specified in Wisconsin Statute 49.143(1)(ac) 2., a $50.00 proposal filing fee.

Make check payable to **"Department of Children and Families"**.

3. Filer Information and Verification

I certify that I have used all reasonable diligence in preparing this statement and to the best of my knowledge and belief the information provided is accurate and complete. I certify that I am authorized to provide information or make decisions for this entity and/or that I have been designated in writing to act as an agent for the persons responsible for providing information or making decisions. I certify under penalty of perjury under the laws of the State of Wisconsin that the foregoing statements are true, complete and correct.

______________________________ ______________________________

Signature – Agency Director or Designee | Date Signed

______________________________ ______________________________

Print Name | Title

Please submit information or direct any questions to:

Lucinda Champion
Wisconsin Department of Children and Families lucinda.champion@wisconsin.gov
201 E. Washington Avenue - PO Box 8916 608-266-3804
Madison, WI 53708-8916

$50.00 Filing Fee and Statement of Economic Interests Form Instructions

Wisconsin Law (State Statutes 49.143 (1)(ac) 1 and 49.143(1)(ac) 3)requires that Private W-2 Contract Agencies (W-2 Agencies other than County or Tribal Agencies) submit a Statement of Economic Interests (Form DCF-F-139-E) and a $50.00 proposal filing fee along with their initial application to administer W-2 funds. After the first year of the contract, Private W-2 Contract Agencies are required to provide an updated Statement of Economic Interests (Form DCF-F-139-E) and a $50.00 filing fee. Annually after the second year the Private W-2 Agencies are required to provide an updated Statement of Economic of Interests form.

Private W-2 Contract Agencies that submit a bid or proposal for a W-2 contract to the Division of Family and Economic Security (DFES) through a competitive process are required to include a filing fee of $50.00 and a Statement of Economic Interests (Form DCF-F-139-E) with their application in accordance with s.49.143(1) (ac) 1. For the purposes of this policy, a competitive process includes, but is not limited to, the RFP. Payment should be in the form of a check made payable to **"Department of Children and Families"**.

The Statement of Economic Interests will be reviewed by DFES. Agencies will be notified within 30 days after receipt of any required actions necessary to resolve problems identified. These polices do not apply to counties or tribes under s. 46.21, 46.22 or 46.23.

Form 7

Relevant Contract List

Duplicate this form as needed for additional relevant contracts.
Submit this completed form under Tab 4 of proposal; see sections 2.5 of the RFP Text (Exhibit 1) for instructions.

Name – Proposer:

Use this form to respond to the requirements in Exhibit 5: Response Items. Provide company name, address, contact person, telephone number, and appropriate information on the product(s) provided to customers similar to those requested in this solicitation document. Potential subcontractors cannot be references.

Contract Title	
Name – Contracting Organization	
Name – Contact	Telephone Number – Contact
Mailing Address – Contact (Include Zip Code + 4)	
Email Address – Contact	
Total Award Amount	Contract Dates
Average Number of Persons Served Per Month	☐ Yes Included Transition of Services
If contract ended earlier than original award dates, please explain.	
Funding Sources ☐ TANF ☐ Non-TANF (List source):	

Descriptive Information of Contract (Check all that apply.)

Geographical Settings:
☐ Large Urban Area (pop. 500,000+) ☐ Small Urban Area (pop. 50,000 – 500,000) ☐ Rural Area (pop. < 50,000)

Services Provided:
☐ Determined initial / ongoing eligibility ☐ Job Attainment ☐ High Wage Job Attainments
☐ SSI / SSDI Advocacy ☐ Refugee Services ☐ Work Participation Rates
☐ Other – Describe:

Populations Served:
☐ Low income ☐ Long-term participants ☐ Difficult to employ
☐ Other at-risk populations – Describe:

☐ Yes Contract Included Outcome Performance Expectations. If “Yes”, describe in your response item(s) narrative.